



Executive Coordinator Job Description

Job Description:

Created by Executive Order 2005-13, the Michigan Food Policy Council (MFPC) has a mission to cultivate a safe, healthy and available food supply for all of Michigan's residents while building on the state's agricultural diversity to enhance economic growth. The executive coordinator will work to fulfill the mission by organizing and coordinating funding, research, and program efforts of the council.

The executive coordinator reports to the MFPC Chairperson. The executive coordinator's main responsibility is to make sure the work of the council is in alignment with the Governor's Executive Order and the 2006 Report of Recommendations. The executive coordinator is central to the council's efforts by leading research and programmatic efforts, coordinating council and task force members, and managing communication and financial matters. This position will be filled by the MFPC Steering Committee. More information about MFPC is available online at www.mda.state.mi.us/mfpc.

Responsibilities:

- Work with state department, non-profit, and private partners to implement the council's recommendations released in 2006.
- Represent the council at meetings and conferences and make presentations on the council's behalf.
- Research food policies and programs, particularly in areas relating to agri-food economic development, healthy food access, Michigan food promotion, and agricultural viability.
- Draft communications with stakeholders regularly and reports as needed.
- Facilitate connections and collaborative efforts between various food system stakeholders.
- Manage council operations, including funding, budget, and communications.
- Plan and coordinate council and task force meetings.
- Work with steering committee to develop long-term plans.
- Lead funding efforts, including pursuit of private and government grants.
- Report to the MFPC Chairperson regarding the progress of council's efforts and provide updates to the Michigan Department of Agriculture (lead state agency), Governor's Office, and MFPC Steering Committee.

Qualifications:

- A Bachelor's Degree and 3-5 years professional experience in the following:
 - Nonprofit or government work relating to food system, agriculture, economic development, public health, environmental and/or hunger issues.
 - Grant writing and fundraising efforts.

- Program/project management.
- Strong oral and written communication skills.
- Exceptional organizational, management, research, and analytical skills.
- Experience facilitating group processes and development.
- Interest in and knowledge of food system issues.
- Ability to use basic computer programs: Word, PowerPoint, Excel.

This is a full-time position as an employee of the Food Bank Council of Michigan (MFPC's fiduciary) and housed in the Michigan Department of Agriculture in Lansing, MI. This is a grant-funded position with total compensation between \$40,000 - \$50,000/year, with funding available through March 2010. Submit a cover letter, resume, and the names of three references to the MFPC Steering Committee at mda-mfpc@michigan.gov by **Friday, July 20, 2007**.